



The Basics for VISTA Leaders

VISTA Leader Orientation



Welcome to your VISTA Leader Orientation, also known as VLO! In this section you'll start to build the foundation for a strong start to your VISTA Leader year. **[[Next Slide]]**

Learning Objectives



- VISTA Leader Definition
- Leader Roles & Your VLAD
- Transformational Leadership
- Division of Roles
 - VISTA/Leader/Project Director
- VISTA Leader Living Allowance & Benefits
- CNCS Communication



During this training you will: **[[Click]]**

Learn the definition of a VISTA leader **[[Click]]**

Explore the VISTA Leader Roles and how they translate to your VISTA Leader Assignment Description, or VLAD **[[Click]]**

Begin the process of becoming a transformational leader. **[[Click]]**

Review the division of roles between VISTA members, leaders, and project directors **[[Click]]**

Understand more about the VISTA leader living allowance and benefits **[[Click]]**

Learn about the chain of communication within the Corporation for National & Community Service, or CNCS **[[Next Slide]]**

Action Item!



Recommended Prep Work:

- Print a copy of your VLAD

Sample VISTA Leader Assignment Description (VLAD)	
Title: MentorCorps VISTA Leader	
Sponsoring Organization: Waketa Community Services (WCS)	
Project Name: MentorCorps	
Project Number: 12ABCD345	
Project Period: 05/04/2013 - 05/03/2014	
Site Name (if applicable):	
Focus Area(s)	
Primary: Education	
Secondary:	
Note: <i>If your VAD is not accepted, the State Office will note the reason(s) why here.</i>	
VISTA Assignment Objectives and Member Activities	
Goal of the Project: To help ensure that children of incarcerated parents receive the educational, social, and emotional support they need to help them break the cycle of poverty, the MentorCorps VISTA project will build the capacity of WCS by developing a sustainable volunteer recruitment and management system for its mentoring program.	
Objective of the Assignment (05/04/2013 – 8/31/2013)	

Addressing this item
before you move
forward will help
you get the most
out of this Virtual
Leader Orientation
training!

Before we move ahead, let's pause for a second to address an important Action Item:

If you haven't already, please print a copy of your VISTA leader assignment description – also known as a VLAD – and have it nearby. To print your VLAD, log into the My AmeriCorps Portal and click on your VLAD under My VISTA Assignment Description. If you cannot access the VLAD in your Portal account, ask your supervisor or project director for a copy of your VLAD. **[[Click]]**

You will need this to complete an activity later in the training. **[[Next slide]]**

What is a VISTA leader?



VISTA leaders serve to expand and build the capacity of individual AmeriCorps VISTA members and their service sites. VISTA leaders build this capacity in different ways depending on the needs of local projects. VISTA leaders serve as mentors, recruiters and coordinators, trainers, community liaisons and resource providers. VISTA leaders are former VISTAs, AmeriCorps (State, National, or NCCC) members, or Peace Corps volunteers who have demonstrated exemplary skills and leadership in community service. VISTA leaders support and coordinate larger VISTA projects and geographic regions in their efforts to address the needs of low-income communities.

Let's start by answering an important question.

What exactly is a VISTA leader? **[[Click]]**

We define a VISTA leader as:

Someone who serves to expand and build the capacity of individual AmeriCorps VISTA members and their service sites. VISTA leaders build this capacity in different ways depending on the needs of local projects. VISTA leaders serve as mentors, recruiters and coordinators, trainers, community liaisons and resource providers. VISTA leaders are former VISTAs, AmeriCorps State, National, or NCCC members, or Peace Corps volunteers who have demonstrated exemplary skills and leadership in community service. VISTA leaders support and coordinate larger VISTA projects and geographic regions in their efforts to address the needs of low-income communities. **[[Next slide]]**



The Six VISTA Leader Roles

As we move forward we'll introduce you to the Six Roles of VISTA Leader Service.
[[Next slide]]

The Six Roles of a VISTA Leader



1. The Ambassador
2. The Mentor
3. The Recruiter
4. The Facilitator/Educator
5. The Liaison
6. The Resource Generator



VISTA leader activities can be divided into six main areas. These areas are called the Six VISTA Leader Roles, and they are...**[[Click]]**

The Ambassador **[[Click]]**

The Mentor **[[Click]]**

The Recruiter **[[Click]]**

The Facilitator/Educator **[[Click]]**

The Liaison **[[Click]]** and

The Resource Generator

Now let's take a more in depth look at what these roles mean and might look like during your service year. **[[Next Slide]]**

The Ambassador



- Ambassadors serve as representatives or messengers for certain institutions or interests.
- Serve as a representative for national and community service in your region
- Act as a spokesperson for VISTA, your sponsoring organization, and their respective missions
- Represent an ethic of service demonstrated by your individual commitment to serve



Goal: Promote the national and community service movement and raise awareness about AmeriCorps VISTA.

The first Leader Role we'll discuss is The Ambassador.

Ambassadors ... **[[Click]]**

Serve as representatives or messengers for certain institutions or interests.

So as a VISTA Leader you'll...**[[Click]]**

Serve as a representative for national and community service in your region **[[Click]]**

Act as a spokesperson for VISTA, your sponsoring organization, and their respective missions **[[Click]]**, and

Represent an ethic of service demonstrated by your individual commitment to serve. **[[Click]]**

The Ambassador's goal is to promote the national and community service movement and raise awareness about AmeriCorps VISTA. This means letting people know about successful VISTA projects, encouraging community volunteers to get involved in VISTA projects, and raising visibility for AmeriCorps VISTA. The Ambassador role aims to create mutually beneficial relationships that strengthen VISTA members and their projects. These relationships may range from simple commitments to well-defined

partnerships or strategic alliances. **[[Next slide]]**

The Mentor



- A mentor is a trusted counselor or guide, a tutor or coach; a mentor guides more than directs.
- Peer-to-peer
- Sharing your experience & skills
- Formal or informal mentoring



Goal: Foster a purposeful relationship between him or herself and VISTA member(s) interested in developing skills and finding opportunities for personal and professional growth.

The second Leader Role is The Mentor.

Mentors... **[[Click]]**

Are trusted counselors or guides, they are tutors or coaches. It's important to remember that a successful mentor guides more than they direct.

As a VISTA Leader in this Role you... **[[Click]]**

May develop a peer-to-peer mentoring relationship with VISTA members, **[[Click]]** or you may have more experience than your VISTA members and share new skills and information with them as their mentor. **[[Click]]**

You might develop formal or more informal mentoring relationships depending on the needs of your individual VISTAs. **[[Click]]**

The Mentor's goal is to foster a purposeful relationship between him or herself and VISTA members interested in developing skills and finding opportunities for personal and professional growth. The assumption underlying the mentoring relationship is that the mentee is trustworthy, competent, dedicated, and motivated to grow and

develop with support from the mentor. At times, the informal mentor will be called on to guide the mentee through a challenging situation. In this way, the VISTA leader's goal is to act as an ally or coach to VISTA members when they are struggling.

[[Next slide]]

The Recruiter



- Recruiters persuade others to unite their abilities and expertise to achieve common goals.
- Finding the right VISTA(s) for the next year's open positions
- "Selling" the position, site, agency, VISTA, and location where the position is located
- Matchmaker to connect someone's skills and desires with the right position for them



Goal: Advertise open VISTA positions and attract as many qualified applicants as possible.

Next, we come to the third Leader Role. The Recruiter.

Recruiters...**[[Click]]**

Persuade others to unite their abilities and expertise to achieve common goals.

So as a VISTA Leader you may be responsible for...**[[Click]]**

Finding the right VISTA(s) for the next year's open positions **[[Click]]**

"Selling" the position, site, agency, VISTA program, and region of the country where the position is located, and **[[Click]]**

Serving as a Matchmaker to connect someone's skills and desires with the right position for them. **[[Click]]**

The goal of the Recruiter is to advertise open VISTA positions and attract as many qualified applicants as possible. **[[Next slide]]**

The Facilitator/Educator



- Facilitators foster and maintain mutually respectful, safe and meaningful learning environments.
- Educators are responsible for imparting knowledge, skills and attitudes to group members.
- Identify VISTA learning and development goals and work with them to achieve those goals
- Act as an educator to directly impart knowledge
- Identify and create learning and growth opportunities



Goal #1: Create opportunities for VISTA members to reflect on and learn from their service experience.

Goal #2: Facilitate opportunities to transfer knowledge, skills & attitudes that contribute to meaningful projects & personal growth.

Moving forward we get to the fourth VISTA Leader Role. The Facilitator/Educator.

Facilitators...[\[\[Click\]\]](#)

Foster and maintain mutually respectful, safe and meaningful learning environments.

And Educators...[\[\[Click\]\]](#)

Are responsible for imparting knowledge, skills and attitudes to group members.

In this Role, you might serve to...[\[\[Click\]\]](#)

Help identify VISTA members' learning and development goals and work with them to achieve those goals. [\[\[Click\]\]](#)

Then you might act as an educator to directly impart knowledge to your VISTA members. [\[\[Click\]\]](#)

Or, it's more likely that in this role you'll facilitate learning and reflection by identifying and creating learning and growth opportunities for members to engage in. [\[\[Click\]\]](#)

The first goal of the Facilitator/Educator is to create opportunities for VISTA members to reflect on and learn from their service experience. **[[Click]]**

The second goal is to facilitate opportunities for the transfer of knowledge, skills and attitudes that contribute to meaningful and productive projects and personal growth among VISTA members.

[[Next slide]]

The Liaison



- A Liaison is someone who connects two or more individuals or groups.
- Awareness of relationships between key players.
- Identify the needs of those players.
- Acting as a communication link and a conflict resolver/mediator
- Both a simple & complex leader Role



Goal: Bring people together.

The fifth VISTA Leader Role is The Liaison.

A liaison...**[[Click]]**

Is someone who connects two or more individuals or groups.

As a VISTA Leader this Role will require you to...**[[Click]]**

Maintain awareness of the relationships between key players. The key players are yourself, VISTA members, supervisors, your sponsor, your CNCS state office, and the community. **[[Click]]**

You'll also need to identify the needs of these players. **[[Click]]**

Then you'll use your awareness of these relationships and needs to act as a communication link and a conflict resolver or mediator between the key players. **[[Click]]**

This could involve a complex situation, like resolving conflicts between a VISTA member and the sponsor site, or something more simple, such as connecting a VISTA

member with someone who can help them to meet their project goals. **[[Click]]**

The ultimate goal of the Liaison is to bring people together. Part of your responsibility as a VISTA leader is to ensure relationships between team members are on track and that members have what they need in order to accomplish the goals set out in their VISTA Assignment Description. Therefore, as a Liaison you'll often be the person members come to when they have a conflict or an unmet need. **[[Next slide]]**

The Resource Generator



- Resource Generators identify and build relationships that lead to the acquisition of needed resources.
- Identify, link, educate and connect with those who have power and influence to get the resources needed
- Build & expand a network of relationships



Goal: Facilitate VISTA members' successful completion of project tasks by helping them access the resources they need.

The sixth and final role is The Resource Generator.

A Resource Generator...**[Click]**

Identifies and builds relationships that lead to the acquisition of needed resources.

As a VISTA Leader this final Role will require you to...**[Click]**

Actively identify, link, educate and connect yourself and your VISTA members with those who have power and influence when it comes to getting the resources you need. Resources can be physical items like money or materials, or they can be less concrete things like information or community partnerships. **[Click]**

You'll also need to build and constantly expand a network of relationships to support resource development objectives. **[Click]**

The Resource Generator's primary goal is to facilitate VISTA members' successful completion of project tasks by helping them access the resources they need. **[Next slide]**

VISTA Leader Roles Reflection Activity



Time to stop listening and stretch your brain! Let's apply the VISTA Leader Roles to your own thoughts about leadership and your VISTA Leader Assignment Description. Pause the training, and access the "VISTA Leader Roles Reflection Activity" below this video. Take a few minutes to review your VLAD, and use it to complete the three questions in the activity. Then come back to continue the training. **[[Next slide]]**



The Five Practices of a Transformational Leader

Now that you've explored the definitions and goals of the Six VISTA Leader Roles, and thought about how they might apply to your VISTA Leader year - we'll move into a discussion that will help you dig deeper into your understanding of what it means to be a VISTA Leader. Transformational leadership is defined as a leadership approach that causes change in individuals and social systems. This leadership approach was first developed by leadership researchers Jim Kouzes and Barry Posner in the late 1980s, and can create valuable and positive change for both Leaders and their VISTA members, while helping members themselves become leaders in their own right. Let's talk about the five key practices of a transformational leader. **[[Next slide]]**

Inspiring a Shared Vision



Envision an exciting and believable future for the group/organization.

Enlist others in a common vision by appealing to their core values, hopes, and dreams.



The first practice of Transformational Leadership is Inspiring a Shared Vision.

You can use this practice by...**[[Click]]**

Envisioning an exciting and believable future for your VISTA team and their role in the organization, and by **[[Click]]**

Enlisting others – such as community volunteers, sponsors, and other stakeholders - in a common vision by appealing to their core values, hopes, and dreams.

[[Click]] Inspiring a Shared Vision will help your team maintain common goals as they move through their service year. **[[Next slide]]**

Enabling Others to Act



Foster collaboration by promoting cooperative goals and building trust.

Strengthen your project and team by giving choices, developing competence, assigning critical tasks, and providing support.



The second practice of Transformational Leadership is Enabling Others to Act.

You can use this practice through...**[[Click]]**

Fostering collaboration between your VISTA members and service sites by promoting cooperative goals and building trust.**[[Click]]**

As well as by strengthening your VISTA members and project partners by giving choices, developing competence, assigning critical tasks, and lending support.

[[Click]] Enabling Others to Act will help your VISTA members work more effectively as a team and build their own professional skills. **[[Next slide]]**

Challenging the Process



Search out challenging opportunities to change, grow, innovate, and improve services, processes, or programs.

Experiment, take important risks, and learn from the inevitable mistakes and help your team do it, too.



The third practice of Transformational Leadership is Challenging the Process.

You can use this practice in your VISTA Leader year by ...**[[Click]]**

Searching out challenging opportunities for yourself and your VISTA members to change, grow, innovate, and improve services, processes, or programs.**[[Click]]**

Also by experimenting, taking important risks, and learning from inevitable mistakes, and by helping your VISTA team do it, too.

[[Click]] Challenging the Process will help you and your VISTA members grow during your service years through seeking out new experiences & reflecting constructively on mistakes.

[[Next slide]]

Modeling the Way



Set the example by behaving in ways that are consistent with your shared values and vision.

Achieve small wins that promote consistent progress and build commitment among your project and team.



The fourth practice of Transformational Leadership is Modelling the Way.

You can strengthen your leadership style through this practice by...**[[Click]]**

Setting an example for your VISTA team; behaving in ways that are in line with your shared values and project vision. **[[Click]]**

And by serving to ensure that you and your VISTA members are achieving small wins that promote consistent progress and build commitment to the project and the team.

[[Click]] Modelling the Way will help your team stay motivated and on track, and it will help you strengthen and examine your values and vision through embodying them for your team.

[[Next slide]]

Encouraging the Heart



Recognize individual contributions
to the success of every project.

Celebrate team achievements
regularly and genuinely.



The fifth and final practice of Transformational Leadership is Encouraging the Heart.

You can implement this practice as a VISTA Leader by...**[[Click]]**

Recognizing the individual contributions of each of your VISTA members to the success of every project. **[[Click]]**

And by celebrating your VISTA team's achievements regularly and genuinely.

[[Click]] Encouraging the Heart will help you ensure that your VISTA members build a strong sense of fellowship, community & pride in their individual and group achievements.

[[Next slide]]

Transformational Leadership Activity



Let's take some time to further explore how the Five Practices of Transformational Leadership might shape your actions as a leader. Pause the training, and access the "Applying Transformation Leadership Practices Activity" below this video. Take a few minutes to complete the three questions in the activity & then come back to continue the training.

[[Next slide]]

Strategic Roles



Knowledge

Skills

Attitudes



CNCS invests in VISTA Leaders at AmeriCorps VISTA projects to have a strategic impact in three areas:

[[Click]] Recruitment
[[Click]] Retention, and
[[Click]] Performance

So far in this training, you've been introduced to the definitions and goals of the Six VISTA Leader Roles, and to the Five Practices of Transformational Leadership. I'm sure you can start to see how VISTA Leaders have amazing potential to strengthen recruitment, increase the retention of VISTA members for the full year of their service term, and grow the performance achievement of the VISTA projects where they serve.

When you're done with this training, be sure to take a look at the "Six VISTA Leader Roles" document linked below this video. It's a one-stop-shop for reviewing the Roles of VISTA Leadership, what **[[Click]]** Knowledge, Skills, and Attitudes will help you in those Roles, learning about some practical implementation strategies, and how to achieve the highest levels of impact by applying Transformational Leadership. **[[Next**

slide]]



Division of Roles

VISTAs, VISTA Leaders & Supervisors

Now that you've been introduced to some of the foundational concepts of VISTA Leadership, let's get into some practical knowledge that it's important to know about. The division of roles between a member, leader, and supervisor

Division of Roles



VISTA Members

On the ground building capacity for your sponsoring organization and its sites.

VISTA Leaders

Providing support to VISTA project & VISTA members throughout their year of service.

VISTA Project Directors

Supervising the VISTA leaders and VISTA members throughout their year of service.

VISTA members, VISTA leaders, and VISTA supervisors all play different, but complimentary roles, throughout the service year to support the project & ensure success.

[[Click]] VISTA members are on the ground building capacity for your sponsoring organization.

[[Click]] VISTA leaders are providing support to the VISTA project and VISTA members throughout their year of service.

[[Click]] VISTA supervisors are supervising the VISTA leaders and members throughout their year of service.

Although these roles are complimentary, it's critical that everyone understand the key differences between them as some activities which are permitted for certain roles are inappropriate in others. **[[Next Slide]]**

VISTA Leader vs. Project Director Duties



Leader Duties

Collecting data from VISTA members for reporting

Help to secure guests, speakers and facilitators for OSOT

Assist in set up & participate in interviews of top applicants

Listen when VISTAs encounter problems and barriers

Project Director Duties

Use the data to write & submit a report in eGrants

Develop & implement OSOT

Nominate candidates for selection & approval by the CSO

Provide ongoing and scheduled supervision to VISTAs

Let's take a minute to look at some key areas where VISTA Leaders & VISTA Supervisors perform complimentary, but different activities in their roles.

Related to data collection:

[[Click]] VISTA Leaders may collect and organize the data from VISTA member for reporting purposes

[[Click]] While VISTA Supervisors use that data to prepare and submit reports in eGrants.

Related to On-Site Orientations and Trainings (or OSOTs)

[[Click]] VISTA Leaders may help to secure guests, speakers and facilitators for OSOT

[[Click]] While VISTA Supervisors must [Develop & implement OSOT](#)

[During VISTA Recruitment](#)

[[Click]] VISTA Leaders are allowed to [Assist in scheduling & participate in interviews of top applicants](#)

[[Click]] While VISTA Supervisors are the only ones who can Nominate candidates for selection & approval by the CNCS State Office, also known as a "CSO"

Finally, in relation to supporting VISTA member success

[[Click]] VISTA Leaders can listen and provide advice when VISTAs encounter problems and barriers

[[Click]] While VISTA project directors are required to Provide ongoing and scheduled supervision to VISTAs

Overall, VISTA Leaders are meant to provide support to the VISTA project while VISTA project directors are responsible for overseeing, or supervising, the VISTA project.

[[Next Slide]]

Inappropriate VISTA Leader Activities



Offer VISTA positions to applicants	Signing MOUs with sites	Follow up on CHC concerns with candidates
Non-recruitment eGrants actions	Inform and work with site supervisors re: member issues.	Working with host site fees or cost share payments
Providing leader support to non-VISTA national service members	Signing VISTA member timesheets	Be involved in personnel actions

Here are a few of the more common project or member support activities that VISTA Leaders may be asked to perform that are unallowable

- **[[Click]]** Offering a VISTA member position to an applicant. Only VISTA project directors or supervisors can offer positions to prospective candidates
- **[[Click]]** Working directly with VISTA site supervisors related to member issues. VISTA leaders should only work with members when they want to report an issue. After that the VISTA Leader must inform the project director who will work with the supervisor to resolve the problem
- **[[Click]]** Being involved in any personnel action such as reprimanding a VISTA member, or requesting the removal of a VISTA member.
- **[[Click]]** Following up on any Criminal History Check related issues with applicants or candidates. Supervisors and project directors are responsible for communicating with the Corporation State Office and prospective members concerning issues that may arise from Criminal History Checks.
- **[[Click]]** Being assigned full access to eGrants. VISTA Leaders can only perform limited recruitment related activities in eGrants. We'll discuss this more in a later training video.
- **[[Click]]** Signing member timesheets if the project uses them, or performing

supervisory duties related to approving VISTA leave time.

- **[[Click]]** Collecting, invoicing, or billing site support fees or being involved in cost share payment process
- **[[Click]]** Signing MOUs with sub sites, and
- **[[Click]]** Providing VISTA leader support to other National Service program participants such as AmeriCorps State or National members
- Lastly, A VISTA leader should not be performing VISTA member duties in addition to his or her VLAD

If you are assigned these duties, or others that you feel may be inappropriate, speak with you supervisor immediately to remove you from the activity. If needed, contact your CNCS State Office for additional support. We will give you contact information later in this presentation. **[[Next Slide]]**



VISTA Leader Benefits

A Quick Overview

Before we wrap up this first training – we'll take a few minutes to do a quick overview of the additional benefits you'll receive as a VISTA member. **[[Next Slide]]**

Higher Living Allowance



With the added responsibility of becoming a VISTA leader, you also get a higher living allowance than a regular VISTA member!

\$\$\$ Leaders can expect to receive \$2,400 more per year than VISTA members serving in their area. \$\$\$



The benefit you're likely to notice first is the higher living allowance payment. With the added responsibility of being a VISTA Leader, you'll also receive a higher living allowance than a regular VISTA member.

[[Click]] Leaders receive \$2,400 more per year, which works out to be about \$200 more per month, than VISTA members who are serving in the same area.

You can find a link to VISTA Living Allowance Rates below this training. **[[Next Slide]]**

Additional Benefits



- 10 days of personal leave and 10 days of sick leave
- Student loan forbearance and/or deferment of payments
- AmeriCorps VISTA healthcare benefit
- Childcare Allowance
- Relocation assistance
 - For those relocating 50+ miles for service
- NCE for Federal employment
- Segal AmeriCorps Education Award, or the end-of-service cash stipend

Leader Cash Stipend
\$3,000

National Service Hotline
1-800-942-2677

Like all VISTA members, VISTA Leaders receive:

10 days of personal leave and 10 days of sick leave

Student loan forbearance and/or deferment of student loan payments

The AmeriCorps VISTA healthcare benefit

A childcare allowance for eligible individuals

Relocation travel assistance and a settling in allowance for those relocating more than 50 miles to serve.

Non-Competitive Eligibility (or NCE) for federal employment, and

The AmeriCorps Segal Education Award or the End of Service stipend.

[[Click]] Did you know that Leaders receive a higher end of service stipend than regular members. It's \$3,000!

Leaders also receive unique professional development opportunities which will be discussed in the final training section of the VLO – Continuing Leader Development.

If you have specific questions regarding VISTA Leader Benefits, be sure to go back to the Benefits of Service page of the VISTA Campus which is linked below this

training. **[[Click]]** Or you can call the National Service Hotline at 1-800-942-2677.
[[Next Slide]]

Chain of Communication at CNCS



We've mentioned CNCS State Offices throughout this training, but where exactly does the State Office fall in the CNCS chain of communication, and where are VISTA Leaders?

CNCS is divided into two main programs: Senior Corps & AmeriCorps. [\[\[Click\]\]](#)

AmeriCorps VISTA is a program under the AmeriCorps umbrella. [\[\[Click\]\]](#)

State Offices are located in almost every state across the US, and each CNCS State Office develops and approves VISTA projects and provides support and oversight throughout the project lifecycle. Sponsoring Organizations report to the CNCS State Office. [\[\[Click\]\]](#)

[\[\[Click\]\]](#) VISTA Leaders can be placed at both single site VISTA projects with eight or more members, [\[\[Click\]\]](#) or at an intermediary project that manages eight or more members across multiple sites. VISTA Leaders may also be placed to support multiple projects in a single region. [\[\[Next Slide\]\]](#)

CNCS State Office Explained



- Your sponsoring organization is overseen and supported by a CNCS Program Officer (PO) in your State Office.
 - The PO reports to the State Program Director (SPD) in your state
- Introduce yourself to your state office if you haven't already
 - Send an email to StateAbbreviation@cns.gov ex: OH@cns.gov
- If you have questions or concerns always go to your project director first.
 - Go to your PO if the issue or question isn't resolved, or if you feel uncomfortable addressing it with your project director.

We'll zoom in on the State Office a little just to give you a clearer picture of who's who.

Your sponsoring organization is monitored and supported by a CNCS Program Officer (PO) in your State Office.

The PO reports to the State Program Director (SPD) in your state. Sometimes your Program Officer could be the State Program Director as well.

We recommend that you introduce yourself to your state office if you haven't already!

You can send them a quick introductory email. All State Office e-mails are structured StateAbbreviation@cns.gov. For example the Ohio State Office is at OH@cns.gov. You can also find a link to the contact information for all State Offices below this training video.

If you have questions or concerns always go to your project director first.

Go to your Program Officer if the issue or question isn't resolved, or if you feel uncomfortable addressing it with your project director. **[[Next Slide]]**

Let's Review!



- VISTA Leader Definition
- Leader Roles & Your VLAD
- Transformational Leadership
- Division of Roles
 - VISTA/Leader/Project Director
- VISTA Leader Living Allowance & Benefits
- CNCS Communication

During this training you've built a foundation of knowledge, and you now have a better understanding of: **[[Click]]**

- How CNCS defines the role of VISTA Leader **[[Click]]**
- The Six VISTA Leader Roles and where they come into play in your VISTA Leader Assignment **[[Click]]**
- Transformational Leadership and the opportunities you might have as a VISTA leader to use these practices. **[[Click]]**
- The division of responsibilities between VISTA members, leaders, supervisors, and project directors **[[Click]]**
- VISTA leader benefits, and **[[Click]]**
- How you and your project communicate with the Corporation for National & Community Service **[[Next Slide]]**

Up Next!



- VLO = A lot of information!
- Keep in mind that:
 - No two leader positions are the same
 - Each leader will be doing different activities & serving in different roles
 - Every leader has different talents and skills



This information will serve as a strong foundation for the many topics, related to many possible Leader activities, that will be covered in throughout the Virtual Leader Orientation.

[[Click]] That being said, please keep three important things in mind:

[[Click]] No two leader positions are the same.

[[Click]] Each leader will be doing different activities, and serving in different roles, and

[[Click]] Every leader has different talents and skills that will be uniquely suited to the way they serve as a VISTA Leader.

Thanks for engaging with this first VLO training video! Don't forget to check out the resources that we mentioned linked below.

Up Next! Once you're ready to move on to the next topic scroll down to "Supporting Your VISTA Project & Region."